Login	1. Go to **www.revcom.doe.gov**
	2. Choose your RevCom installation and click on the link (Directives, Technical Standards, etc.)
	3. Click on the **SME** button.
	4. Your e-mail address is your username.
	5. If you have not used RevCom before or if you have a new e-mail address, RevCom will prompt you to select the organization you work for.
Review the Draft and Make Comments	1. In the **Open for Comment** section, click on the title of the document you want to review.
	2. Use the **Section List** on the left side of the screen to view a section and make comments.
	3. To view the **full document**, click on the title of the document in the upper left portion of the screen.
	4. On the right side of the screen, click on an **Add Comment** button under the paragraph(s) or graphic for which you wish to add a comment.
	a. Use the standard text editing tools to make a comment or make changes to the text.
	b. Use the C**opy Text** button to load the text from the paragraph above and add/make editorial and changes.
	c. Type in any additional comments
	d. Classify your comment as **Major** or **Suggested**.
	e. Click on **Save** or **Cancel** when you're finished with the comment and/or editorial changes.
	5. Click on the **Add Comment** button for *each* comment – *don't put more than one comment in the comment entry box at a time.* Your DPC will review and the writer will respond to each of your comments individually.
	6. Click **Submit Comments** when you've finished. You can re-submit your comments until your due date passes.
Get **Reports**	1. Once you have selected the document to work on, choose the **Reports** menu on the RevCom Menu Bar.
	2. Click on **Quick** to select from a list of standard reports.
	a. <u>My Organization Comments</u> - Includes comments posted by your DPC, Delegates, and other SMEs from your organization that have been included in the final comments package. Responses to comments will be included once they have been posted by the Writer.
	b. <u>All Comments </u>- All comments submitted in the final comments package by all organizations assigned to review this document. Responses to comments will be included once they have been posted by the Writer.
	3. Click on **Custom** to build your own report.

Technical Support: 505-663-1302 or support@doxcelerate.com
Monday-Friday, 8:00 am – 8:00 pm (Eastern Time)
After hours, leave message.